

Career Opportunity

**Manager of Architectural Survey and Cost Share Programs
(Historian/Archaeologist & Preservationist II)
Payband 5**

Position #0005

Location:

**2801 Kensington Ave
Richmond, VA 23221**

Maximum Hiring Range

**\$42,614 - \$48,690
depending on experience**

Position Description

Looking for flexibility, career growth and have a can-do-attitude? If so, the Virginia Department of Historic Resources, a family first agency, is seeking a self-starter with demonstrated experience to join the Survey and Register Division to oversee the architectural component of the agency's cultural resource survey initiatives, including management of Virginia Cultural Resource Information System (VCRIS). VCRIS is the statewide database of historic resources utilized by a wide range of internal and external clients. Essential duties: Coordinate the Department's architectural survey program and serve as the authoritative source for the agency's policy and methodology pertaining to the recordation of architectural data; Assisting in planning and implementing enhancements to VCRIS; Manage the annual Cost Share program and oversee its RFP process and assist in the program's mandatory procurement procedures; Coordinate the evaluation and selection of contractors to execute approved Cost Share Projects; Monitor program and contract expenses; Assist localities in Virginia develop targeted Cost Share program applications that support the objectives of Virginia's Historic Preservation Fund (HPF) Annual Work Plan and DHR's State Performance Measures; Work collaboratively with staff to enhance systems; Provide technical assistance and on-going VCRIS training to internal and external clients; Represent the survey program at meetings; Work with the agency Archivist in the accessioning and maintenance of both digital and hardcopy architectural survey records, reports and maps; Assist contractors, consultants and other cultural resource management personnel with their use of various agency databases, reports, maps, and file materials in the DHR Central Office library. May be assigned additional duties.

Qualifications Guide

Applicants must meet the Secretary of the Interior's Professional Qualification Standards for the identification, evaluation, documentation, registration, treatment, and interpretation of historic and archeological resources; Demonstrated skill in architectural survey methods and practices and the management and uses of survey data. Demonstrated skill in the development and use of environmental data, and program training for diverse staff and customers. Ability to provide business and technical support to environmental staff utilizing resource and spatial data for environmental decision-making. Ability to communicate effectively, both orally and in writing; to promote innovation, teamwork, and consensus between diverse customers and professional specialties, and to provide timely, efficient and thorough customer service. Demonstrated experience in providing review and guidance for the work of others engaged in historic preservation activities, preferably in historic resource survey and evaluation projects; Working with cultural resources information systems and GIS; and Microsoft Office Suite. Preferred experience: Conducting architectural survey projects for CRM private sector companies; Reviewing, developing or implementing disaster management plans for cultural resources; Grant administration, and Utilization of VCRIS. Graduate degree in historic preservation, public history, or architectural history; or graduation from an accredited college or university with major course work in historic preservation, architecture, architectural history or a closely related field required. A criminal background check and valid driver license required.

Application Requirements

To be considered for this position a completed state application must be received through the on-line employment system at <http://jobs.virginia.gov/>. This position is Open Until Filled.

EOE

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.